



ENVIRONMENTAL POLICY

Environmental Management System

Worksheets

WHAT IS IT? An Environmental Policy is your facility's declaration of commitment to the environment and worker health and safety. This policy serves as the foundation for your EMS and provides a unifying vision of environmental principles that will guide the actions of employees and management.

EMS Coordinator: _____

Facility Name: _____

Date: _____

ENVIRONMENTAL MANAGEMENT SYSTEM

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OBJECTIVE: This worksheet outlines one approach to developing an Environmental Policy for your office that incorporates the values and thoughts of your key stakeholders.

1. **INTERVIEW DATA:** In order to determine what should be included in the policy, key people in your office, HQ and field offices should be interviewed. The interview process that was used by the NPS Intermountain office is included in this packet. Develop interview question based on the important features of your organization.
2. **STAKEHOLDER INPUT:** The statements obtained during the interviews that pertain to the environmental policy were printed on cards and posted around the room. These quotes were used by the NPS Intermountain Region EMS Team to develop their policy statement. This assures that the individuals who must implement the policy have a say in how it is developed.
3. **POLICY DEVELOPMENT:** Using the quotes gathered during the interview process and the attached format, the Ems Team can develop an EMS policy statement that incorporates stakeholder's views.

FORMAT: The policy should clearly state:

- A commitment to achieving compliance with applicable environmental laws and regulations
- Continuous improvement in environmental performance
- An intent to provide adequate resources and personnel for an EMS

It can also include:

- Communication strategy
- Commitment to pollution prevention and/or sustainability
- Assignment of responsibilities

**ENVIRONMENTAL MANAGEMENT SYSTEM
ENVIRONMENTAL POLICY**

Worksheet Format

Value Statement:

Compliance Statement:

Pollution Prevention/Sustainability Statement:

Communication Statement:

Continuous Improvement Statement:

Other Statements:

**ENVIRONMENTAL MANAGEMENT SYSTEM
ENVIRONMENTAL POLICY INTERVIEW
Sample from
NPS INTERMOUNTIAN REGIONAL OFFICE**

PARK PERSPECTIVE

Park Name: _____

Park Contact: _____

Date: _____

Location: _____

Background: An Environmental Management System (EMS) is a set of management tools, principles and procedures that the NPS Intermountain Office can use to help protect human health and the environment from potential impacts of the park's activities. An EMS will also assist in maintaining and improving the quality of the environment and in meeting the NPS's mission.

You have been identified as having the expertise, knowledge of operations and auditing skills critical to developing an EMS for the INTERMOUNTIAN Region. Your expertise in park-wide environmental policy and your national perspectives will be especially valuable to the project.

Questions:

1. What are the core values of the National Park Service?
2. The EMS will help the parks by coordinating environmental services from the IMRO to the parks. What other incentives or benefits would this program bring?
3. What environmental services do you need? Where do you get them now?
4. How would you like them delivered to the park?
5. How would you develop an accountability system? What would motivate you to account for the EMS?
6. Do you have other comments/suggestions?

**ENVIRONMENTAL MANAGEMENT SYSTEM
ENVIRONMENTAL POLICY INTERVIEW
Sample from
NPS INTERMOUNTIAN REGIONAL OFFICE**

Headquarters Perspective

Name: _____

Title: _____

Date: _____

Location: _____

Background: An Environmental Management System (EMS) is a set of management tools, principles and procedures that the NPS Intermountain Office can use to help protect human health and the environment from potential impacts of the park's activities. An EMS will also assist in maintaining and improving the quality of the environment and in meeting the NPS's mission.

You have been identified as having the expertise, knowledge of operations and auditing skills critical to developing an EMS for the INTERMOUNTIAN Region. Your expertise in park-wide environmental policy and your national perspectives will be especially valuable to the project.

Questions:

1. What are the core values of the National Park Service
2. Is there a written environmental policy for the NPS?
3. An environmental policy statement establishes an overall sense of direction and sets the environmental performance for the Intermountain parks. What aspects do you think should be included in this policy?
4. The EMS will help the IMRO by identifying environmental risks and developing methods to eliminate and/or reduce these liabilities. What other incentives or benefits would this program bring to the parks?
5. What environmental services do you provide to the parks? How do you deliver these services now?
6. Who else in the HQ office provides environmental services?
7. What programs in the Regional or HQ offices have activities that pose and environmental risk in the parks?
8. How would you develop an accountability system? What would motivate you to account for an EMS?
9. How do you see the interface between the Regional office and HQ?
10. What does a successful environmental program look like to you?
11. What do you think about the Environmental Management Review that was done as part of the DOI/NPS initiative?
12. How do you think environmental issues get raised and discussed in the HQ office? In the parks?

13. Is there a national process to send environmental updates about new regulations and executive orders to the Regional office or to the parks? If not, how do the parks receive this information?
14. Do you have other comments/suggestions?

**ENVIRONMENTAL MANAGEMENT SYSTEM
ENVIRONMENTAL POLICY INTERVIEW
Sample from
NPS INTERMOUNTIAN REGIONAL OFFICE
Regional Perspective**

Name: _____

Title: _____

Date: _____

Location: _____

Background: An Environmental Management System (EMS) is a set of management tools, principles and procedures that the NPS Intermountain Office can use to help protect human health and the environment from potential impacts of the park's activities. An EMS will also assist in maintaining and improving the quality of the environment and in meeting the NPS's mission.

You have been identified as having the expertise, knowledge of operations and auditing skills critical to developing an EMS for the INTERMOUNTIAN Region. Your expertise in park-wide environmental policy and your national perspectives will be especially valuable to the project.

Questions:

1. What are the core values of the National Park Service?
2. An environmental policy statement establishes an overall sense of direction and sets the environmental performance for the Intermountain parks. What aspects do you think should be included in this policy?
3. The EMS will help the IMRO by identifying environmental risks and developing methods to eliminate and/or reduce these liabilities. What other incentives or benefits would this program bring to the parks?
4. What environmental services are do you provide to the parks? How do you deliver these services now?
5. Who else in the Regional office provides environmental services to the parks?
6. What programs in the Regional offices have activities that pose and environmental risk in the parks?
7. How would you develop an accountability system? What would motivate you to account for an EMS?
8. Do you have other comments/suggestions?